

85-4179

DDA SUBJECT FILE COPY

ROUTING AND TRANSMITTAL SLIP

Date

9 DEC 1985

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DIRECTOR OF FINANCE

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1 - ACTION

PLEASE PREPARE A RESPONSE FOR THE DDA'S
SIGNATURE REGARDING THE INSPECTION OF THE
T&A PROCESS BY 28 FEBRUARY 1986.

cc: D/OP

done 12/12/85

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM

Room No.—Bldg.

Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

85-857

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Inspection of the Time and Attendance Process

DD/A Registry

85-4179

FROM:

John H. Stein
Inspector General
6E18 Hqtrs. Bldg.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

EX0/
1. Deputy Director for
Administration
7D18 Hqtrs. Bldg.

10 DEC 1985

cc: D/OP

2.

ADDA

3.

DDA

4.

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6.

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10.

11.

12.

13.

14.

15.

FORM
1-79

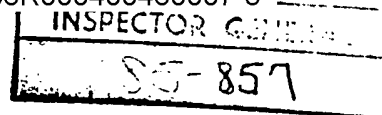
610

USE PREVIOUS
EDITIONS

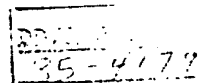
CONFIDENTIAL

GPO : 1983 O - 411-632

CONFIDENTIAL



1 DEC 1985



MEMORANDUM FOR: Deputy Director for Administration
FROM: John H. Stein
Inspector General
SUBJECT: Inspection of the Time and Attendance Process

Herewith is our report on the Time and Attendance process. Some of the suggestions could result in a savings in both time and money for the Agency. We also believe that some of the recommendations, if implemented, could resolve some of the frustrating problems now experienced by Compensation Division, supervisors and T&A clerks.

25X1



John H. Stein

Attachment:
As Stated

25X1

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